



National Park Service
U.S. Department of the Interior

Office of Special Park Uses
Golden Gate National
Recreation Area
Bldg. 201 Fort Mason
San Francisco, CA 94123

415 561-4300 phone
415 561-4305 fax

GGNRA-Special Park Uses

January 13, 2017

Dear Prospective Permittee:

Thank you for your interest in obtaining a Commercial Dog Walking Special Use Permit (CDWSUP) for Golden Gate National Recreation Area (GGNRA). The Office of Special Park Uses is accepting applications for the 2017 CDWSUP. Upon receipt of a complete application package, new CDWSUPs will be issued for **February 1, 2017 through January 31, 2018** or until a final special regulation for dog walking in GGNRA, including commercial dog walking, is finalized, whichever comes first.

The permit fee for a CDWSUP consists of a \$75 application fee and a \$300 fee per individual dog walker for a Company Badge. The CDWSUP fee is based on cost recovery for program processing, administration and monitoring, and management of the program.

To apply for a CDWSUP, please submit the following materials to GGNRA:

1. **Application for Special Use Permit Form 10-930** (enclosed) with original signature of the applicant. You may use a separate sheet if needed to fully answer questions. It is recommended that you retain a copy for your records.
2. **Certificate of Insurance** for \$2,000,000 aggregate/\$1,000,000 per occurrence listing "The U.S. Government, National Park Service, Golden Gate National Recreation Area" as Additional Insured.
3. **Business License** from the county/counties in which the commercial dog walking will take place.
4. **Proof of Training** specific to the county in which you will be conducting commercial dog walking. If you will be doing so in both San Francisco and Marin Counties, you will need to meet the requirements for both. If you or your staff were provided Company Badges in 2016, you may skip this step; although, the NPS reserves the right to require confirmation before proceeding.
 - If you are conducting commercial dog walking in the county of San Francisco, you must either:
 - complete one of the courses accepted by San Francisco Animal Care and Control (see <http://helpacc.org/SFDogWalkerLaw/2013/04/19/recommended-schools-to-fulfill-training-requirement/>)

OR

- provide proof of three consecutive years as a commercial dog walker in good standing, in the form of registered business licenses if you are the proprietor, or W-2s or pay stubs if you are employed by a commercial dog walking business.
 - If you are conducting commercial dog walking in the county of Marin, you are required to have completed the Marin Pet Care Association (MPCA) Trail Manners Class, or one of the courses accepted in San Francisco (see <http://www.marinpetcareassociation.org/trailmanners.html>).
5. **Color Photo** sized 2" x 2" with name clearly identified for each dog walker to be used in badge fabrication. Do not staple or tape the photo to the application. If you or your staff were provided Company Badges in 2016, you may skip this step; although, the NPS reserves the right to require confirmation before proceeding.

6. **Payment**

The preferred method of payment is by credit card. After you've submitted your application, contact the Office of Special Park Uses at (415) 561-4300 to confirm receipt of your application and provide your credit card information. If you must pay by other means, please contact the Office of Special Park Uses for further instructions. The total amount authorized will be the sum of \$75 for the application fee, plus the Company Badge fee times the number of individual dog walkers. For example, a permittee for a company with three dog walkers would pay $\$75 + (3 \times \$300) = \$975$.

Mail the complete packet to:
Office of Special Park Uses – CDW
Golden Gate National Recreation Area
Building 201, Fort Mason
San Francisco, CA 94123

Thank you again for your ongoing cooperation in obtaining a CDWSUP in Golden Gate National Recreation Area. If you have any questions regarding the CDWSUP application process or the program in general, please contact the Office of Special Park Uses at (415) 561-4300.

Sincerely,

Office of Special Park Uses
Golden Gate National Recreation Area

National Park Service
Golden Gate National Recreation Area
Building 201, Fort Mason - San Francisco CA 94123
415-561-4300



Application for Special Use Permit

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** A nonrefundable processing fee of \$75.00 must accompany this application unless the requested use is an exercise of a First Amendment right. You must allow sufficient time for the park to process your request; check with the park for guidelines. You will be notified of the status of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America as also insured.

Enter either a social security number OR a tax ID number: we do not require both.

Applicant Name:	Company/Organization Name:
Social Security #:	Tax ID #
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Contact name:
Cell phone #:	Telephone #:
Fax #:	Fax#:
Email:	Email:

Description of Proposed Activity (attach diagram, attach additional pages if necessary):

Requested Location(s):

DATE(S)

Set up begins: (date and time)	Activity begins: (date and time)	Activity ends: (date and time)	Removal completed (date and time)

Maximum Number of Participants _____ (Please provide best estimate)

Maximum Number of vehicles: (attach parking plan)

_____ Cars _____ Vans/lt.trucks _____ Utl.vans/trucks _____ Buses/oversized vehicles

Support equipment (list all equipment; attach additional pages if necessary)

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List support personnel including addresses and telephones; attach additional pages if necessary

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Individual in charge of activity on-site (include cell phone number) and authorized to make decisions related to the permitted activity:

-
- | | | |
|--|----------------------------|----------------------------|
| Is this an exercise of First Amendment Rights? | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Have you visited the requested area? | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Have you obtained a permit from the National Park Service in the past?
(If yes, provide a list of permit dates and locations on a separate page.) | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Do you plan to advertise or issue a press release before the event? | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Will you distribute printed material? | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Is there any reason to believe there will be attempts to disrupt, protest or
prevent your event? (If yes, please explain on a separate page.) | <input type="checkbox"/> Y | <input type="checkbox"/> N |
| Do you intend to solicit donations or offer items for sale?
(These activities may require an additional permit.) | <input type="checkbox"/> Y | <input type="checkbox"/> N |

You are encouraged to attach additional pages with information useful in evaluating your permit request including: staging, sound systems, parking plan, security plans, sanitary facilities, crowd control, emergency medical plan, use of any building, site clean-up, etc.

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or statements have been given.

Signature _____ Date _____

Printed Name _____ Title _____

Note: This is an application only, and does not serve as permission to conduct any special activity in the park. The information provided will be used to determine whether a permit will be issued. The completed application must be accompanied by an application fee in an amount that will depend on your application. Payments may be made by credit card only. Permit charges are non-refundable.

Send the completed application to **Office of Special Park Uses** at the park address found on the first page of this application.

If your request is approved, a permit containing applicable terms and conditions will be sent to you. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent before the permitted activity may begin.

NOTICES

Privacy Act Statement: The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required by this application. This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees and charges by the National Park Service (31 U.S.C. 7701). Information from the application may be transferred to appropriate Federal, State, and local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

Paperwork Reduction Act Statement: We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide the park managers the information needed to decide whether or not to allow the requested use. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any other aspect of this form to the Information Collection Clearance Officer, National Park Service, 1849 C Street NW. (1237), Washington, D.C. 20240

Title 18 U.S.C. Section 1001 makes it a crime for any person to knowingly and willfully make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

If the area on the application form is insufficient, please feel free to use this table.

Please indicate the number of daily trips in the appropriate time, day, and location block.

AM = park opening to 11:59am

PM = 12:00pm to park closing

	Fort Funston	Ocean Beach	Baker Beach	Presidio	Crissy Field	Fort Mason	Alta Trail	Rodeo Beach	OTHER: describe
Monday AM									
Monday PM									
Tuesday AM									
Tuesday PM									
Wednesday AM									
Wednesday PM									
Thursday AM									
Thursday PM									
Friday AM									
Friday PM									
Saturday AM									
Saturday PM									
Sunday AM									
Sunday PM									